



Job Vacancy Announcement

Date Posted: May 26, 2021

Position Title:	City-Sticker Cashier	FLSA:	Non- Exempt - Temporary
Dept/CC:	Comptroller	Reports to:	Comptroller

Position Purpose: The City-Sticker Cashier will use systems and related equipment to conduct monetary transactions with customers who are purchasing City Stickers.

Essential Functions

- Greets customers as they enter the location.
- Accepts money in the form of cash, credit or debit cards for City Stickers.
- Assists customers with questions or price discrepancies.
- Ensures accurate transactions by balancing cash register at the beginning and end of shift, and sales at the end of shift.
- Assists customers in resolving complaints, or providing information.

General Job Requirements

- Excellent customer service skills.
- Good verbal communication skills.
- Ability to operate available accounting equipment
- Basic mathematical skills, as needed to make change and complete transactions.
- Knowledgeable about City Sticker related policies and procedures.
- High school diploma or equivalent preferred.

Note: This is a part-time temporary position. Selected applicants will generally be employed from June 7, 2021 through July 16, 2021.

How to Apply/Application Deadline:

Interested applicants should apply online by forwarding a completed employment application, résumé and cover letter to the attention of Carolyn A. Croswell/Director of Human Resources ccroswell@citykankakee-il.gov.

The City of Kankakee is an equal opportunity employer. (EOE)